

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



Classification: **Program Technician II (\$2551 - \$3103)**
Permanent, Full Time

Location: Department of Veterans Affairs
Farm and Home Division-Collection, Foreclosure and Real Estate Owned (REO) Unit
1227 O Street
Sacramento, CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. **SROA PROVISIONS APPLY.**

Duties and Responsibilities:

Under the direction and supervision of the Senior Property Agent, the Program Technician II performs the following:

- Prepare, type, respond to, and mail correspondence; Prepare, type and monitor repayment agreements; open and distribute mail, analyze/adjust accounts; research and disburse bill payments and application of loan payments; notarize documents for CDVA; assist property agents.
- Communicate effectively with the public/customers, other Agencies, the Courts and other staff within our Department both written and verbal. Duties include, but not limited to: Develop and maintain professional relationships, provide excellent customer service, prepare, review and respond to correspondence, solve customer problems, train other staff and attend training as required.
- Use of the following computer systems and programs: Mitas, Microsoft Word, Excel, Outlook, Internet/Intranet.
- Participate in administrative functions for the Unit and Division including but not limited to: Credit reporting issues, special projects, attending meetings, preparing reports.
- Provide field contact as needed, i.e., Occupancy checks, field visits, attend community events or industry meetings on behalf of the Division;

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 402
Sacramento, CA 95814

Inquiries:
Voice: (916) 653-1984
TDD: (916) 653-1966

Attn: Juanita Rios, Reference M80#143 06/07

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 831-453-5393-802 RELEASED: 5.17.07